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3 April 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Office of Training and Office of Personnel Relationships in Support of JOT Program

1. This memorandum is for your information, in response to your request for a "blueprint" of Office of Training - Office of Personnel relationships in the implementation of an expanded JOT Program.

2. I have already initiated informal discussions on this subject with the Acting Director of Personnel. At this point, the possible areas of difficulty have not been sufficiently identified and resolved to make feasible the preparation of a fully coordinated detailed plan for the efficient performance of our respective responsibilities.

3. The element of the JOT Program which is most in need of resolution is the recruitment phase. The assimilation of the JCD Program will present additional problems in this phase. Eventual placement of the trainees represents a lesser problem, but calls for close coordination between the two Offices.

4. The mechanical processing of the individual JOT from recruitment to final placement is presently cumbersome, in my view, and might be unworkable in an accelerated program. There is no one person in the Office of Personnel to coordinate with, and much time and effort goes into the handling of papers and getting them from one office to another. OTR has to deal with various branches of four divisions, namely: Personnel Procurement, Records and Services, Military Personnel (in about 50% of the cases), and Personnel Assignment. The OTR personnel office is also involved in many of the actions.

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5. I believe there is a requirement for a focal point for the administration of Personnel support to the JOT Program, and shall review with AD/Personnel the possibility of the assignment of a senior personnel officer to this Program on a full-time basis, physically located within the Office of the Chief, JOTP.

6. This officer would be fully informed on the JOT Program at all times, and as the Personnel representative would take action, obtain coordination, and generally expedite processing and all matters within the responsibility of the Office of Personnel. The right person in this position could protect the interests of the Office of Personnel, make more time available to the JOT staff for the performance of their legitimate functions, and generally eliminate sources of possible friction and confusion between the two Offices.

7. I propose to continue my discussions with AD/Personnel on this general subject, with the expectation of eventually being able to provide a coordinated detailed blueprint for our relationships under the expanded program.

SIGNED


Acting Director of Training

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